Liberty War Bird Association
Educate Honor Restore

VOLUME 1

GENERAL OPERATIONS MANUAL

Liberty War Bird Association
500 Airport Road Suite T
Lititz, PA 17543

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Chapter 1
Introduction

1-1. Purpose

This document establishes the Liberty War Bird Association's (LWBA) General Operations Manual.

1-2. Revision Control

Revisions will be prepared by the Director of Operations. Revision control is accomplished using sequential revision numbering and date **(Rev 0: 1/10/2022)** placed in the upper right corner of the page.

A section entitled (Revisions) lists all revisions to the manual.

New or changed material in the latest revision is indicated by a vertical bar in the margin.

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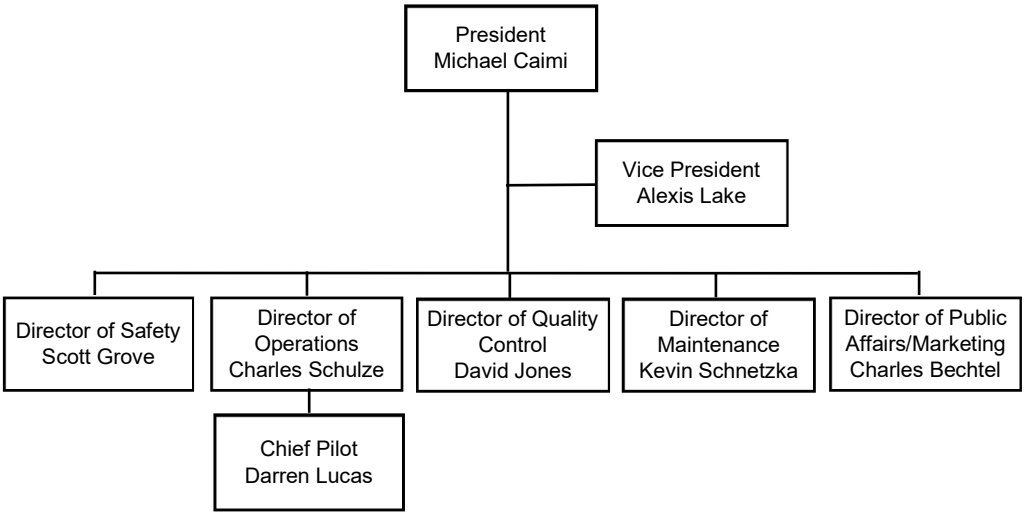
Chapter 2
Management Structure

2-1 Organizational Chart



2-2 Management Personnel

President ..... Michael Caimi
Vice President ..... Alexis Lake
Director of Operations ..... Charles Schulze
Chief Pilot ..... Darren Lucas
Director of Maintenance ..... Kevin Schnetzka
Director of Quality Control ..... David Jones
Director of Safety ..... Scott Grove
Director of Public Affairs/Marketing ..... Charles Bechtel

Liberty War Bird Association shall notify the responsible Flight Standards District Office within 10 days of any change in personnel or any vacancy in any position listed above

2-3 Qualifications, Duties, and Responsibilities

President

Qualifications:

- Executive level management experience
- Aviation background
- Experience in operations and training
- An understanding of and commitment to LWBA mission

Duties and Responsibilities:

a. Provides guidance to LWBA directors
b. Ensures flight and maintenance operations are conducted safely according to Title 14 Code of Federal Regulations (CFR). Experimental Operating Limitations and Living History Flight Experience (LHFE) Exemption requirements.
c. Ensures FSDO notifications and reports are submitted timely.
d. Reviews submits manual revisions to FSDO for approval.
e. Creates and/or approves flight schedules and insures aircraft availability with the Director of Maintenance
f. Authorized to maintain and revise LWBA management structure
g. Makes required NTSB notification

Vice President

Qualifications:

• Executive level management experience
• Aviation operations or maintenance background
• Experience in operations and training
• An understanding of and commitment to LWBA mission

Duties and Responsibilities:

a. Reports directly to the President.
b. Advises and assists the President and directors.
c. Ensures flight and maintenance operations are conducted safely, in accordance with Title 14 Code of Federal Regulations and Living History Flight Experience Exemption requirements including submission and addendums to program letter.
d. Ensures FSDO notifications and reports are accomplished through coordination with subordinate personnel.
e. Reviews submits manual revisions for approval to the FSDO.
f. Creates and/or approves flight schedules and insures aircraft availability with the Director of Maintenance.
g. Assists the President maintain and revise LWBA management structure.
h. Makes required NTSB notification.

Director of Operations

Qualifications:

• Aviation operations experience
• Familiarity with FAA LHFE policy
• Experience in operations and training
• Hold an FAA commercial pilot certificate with commercial rotorcraft – helicopter rating

• Hold an FAA medical certificate
• An understanding of commitment to LWBA mission

Duties and Responsibilities:

a. Reports directly to the President
b. Ensures flight operations are conducted safely and in accordance with Title 14 Code of Federal Regulations and Living History Flight Experience Exemption requirements
e. Reviews and submits General Operations Manual (GOM) revisions for president approval
f. Maintains LWBA GOM
g. Reviews considered flight requests to determine operational supportability and makes appropriate recommendations to the president
h. Assigns pilot-in-command for ground runs and flights
i. Publishes flight request timeline see Appendix A Page A-29
j. Makes recommendations to LWBA executive leadership

Director of Safety

Qualifications:

• Experience (military or civilian) as an aviation safety officer/manager
• Familiarity with FAA LHFE policy
• Experience administering a small organization safety program.
• An understanding of commitment to LWBA mission
• Hold at least an FAA private pilot certificate with rotorcraft – helicopter rating
• Hold an FAA medical certificate

Duties and Responsibilities:

a. Reports directly to the President.
b. Develops and maintains LWBA Safety Management System (SMS).
c. Supervises SMS implementation.
d. Accepts and investigates hazard reports.
e. Maintains hazard inventory log.
f. Coordinates and conducts safety training meetings.
g. Reviews submits Safety Management System Manual revisions for president approval.
h. Maintains SMS manual.
i. Submits accident reports according to LWBA procedure, FAA, and NTSB requirements.
j. Reviews considered flight requests referred by the operations director to verify. compliance with applicable sections of 14 CFR Part 91 and applicable FAA Advisory Circulars.
k. Advises and assists the LWBA executive leadership.

Chief Pilot

Qualifications:

- Experience as helicopter certified flight instructor
- Designated as LWBA pilot-in-command
- Familiar with FAA LHFE policy
- Experience administering a small organization flight training program.
- An understanding of commitment to LWBA mission
- Hold at least an FAA commercial pilot certificate with rotorcraft – helicopter rating
- Hold an unexpired FAA flight instructor certificate with rotorcraft – helicopter rating
- Hold an FAA medical certificate

Duties and Responsibilities:

a. Reports directly to Director of Operations
b. Develops and maintains LWBA Pilot and Crew Chief Qualification and Training Manual
e. Maintains pilot and crew chief training records
f. Coordinates and conducts initial and recurrent training
g. Reviews submits manual revisions for president approval
h. Maintains Pilot and Crew Chief Qualification and Training Manual
j. Reviews considered flight requests referred by the operations director to verify compliance with applicable sections of 14 CFR Part 91 and applicable FAA Advisory Circulars
k. Advises and assists the LWBA executive leadership

Director of Maintenance

Qualifications:

- Aviation maintenance management experience. Airframe and power plant certification preferred
- Training and experience in helicopter maintenance and ensure inspections are signed-off by a person holding an A&P certificate
- Training and experience with helicopter maintenance management
- Training and experience with US Army maintenance forms and records
- Knowledge of LWBA AIP and Airworthiness Requirements
- Familiar with FAA LHFE Exemption requirements
- Experience administering a small organization maintenance training program
- An understanding of commitment to LWBA mission

Duties and Responsibilities:

a. Reports directly to the President
b. Develops and maintains LWBA Approved Inspection Program (AIP)

c. Provides advice on aviation maintenance and sustainment issues
d. Assists in resolving aircraft maintenance standardization issues
e. Attends the safety and standardization meeting
f. Supports internal safety evaluations
g. Releases aircraft for flight after major repairs or inspections performed by LWBA personnel
h. Authorizes outside maintenance as required
i. May delegate all tasks except those requiring a signature for approval to return to flight status after major repairs, or inspections
j. Retains authority on RED X and Circled RED X corrective action verification
k. Coordinates and conducts initial and recurrent training
l. Reviews submits AIP revisions for President approval
m. Reviews considered flight requests to determine maintenance supportability and makes recommendations to LWBA executive leadership
n. Advises LWBA executive leadership and directors on maintenance status and aircraft availability
o. Coordinates crew chief and required maintenance support for the flight request

Director of Quality Control

Qualifications:

- Aviation maintenance management experience. Airframe and power plant certification preferred
- Training and experience in helicopter maintenance management
- Training and experience as a helicopter quality assurance/technical inspector/maintenance
- Training and experience with US Army maintenance forms and records
- Knowledge of LWBA AIP and Airworthiness Requirements
- Familiar with FAA LHFE Exemption requirements
- Experience administering a small organization maintenance training program
- An understanding of commitment to LWBA mission

Duties and Responsibilities:

a. Reports directly to the President
b. Assists maintenance director develop and maintain LWBA Approved Inspection Program (AIP)
c. Provides advice on aviation maintenance and sustainment matters
d. Assists in resolving aircraft maintenance standardization matters
e. Attends the safety and standardization meeting
f. Supports internal safety evaluations
g. Ensures compliance with Airworthiness Directives and Service Bulletins
i. May delegate all tasks except those requiring a signature for approval to return to flight status after major repairs, or inspections
j. Retains authority on RED X and Circled RED X clearing

l. Reviews submits AIP revisions for President approval
p. Advises LWBA executive leadership and directors on maintenance status and aircraft availability

Director of Public Affairs

Qualifications:

• Experience in public affairs/marketing
• An understanding of and commitment to LWBA mission

Duties and Responsibilities:

a. Reports directly to the President
b. Advises and assists the President and Vice President
c. Receives and proposes event support for flyover, static display, and LHFE rides
d. Obtaining client requested insurance documents
e. Obtaining land use permission for LWBA landings
f. Promotes LWBA event activities
g. Places flight requests for consideration on the Flight Request List
h. Notifies requesting organizations of LWBA executive leadership decision to accept or decline flight requests
i. Serves as the public information officer

Pilot in Command (PIC)

Qualifications:

• Experience 500 hours turbine
• Familiar with LWBA General Operations Manual
• An understanding of commitment to LWBA mission
• Hold at least an FAA commercial pilot certificate with rotorcraft – helicopter rating
• Hold a current FAA medical certificate. Class 2 required when performing LHFE.
• Completion of initial and recurrent training
• Meet insurance policy requirements

Duties and Responsibilities:

a. The pilot in command is responsible for, and is the final authority as to, the operation of the aircraft
b. Has been designated as pilot in command per LWBA Pilot and Crew Chief Training and Qualifications Manual
c. Determines self-fitness for flight
d. Verifies airworthiness using Airworthiness Pre-flight Checklist See Page A-27
e. Plans flight and obtains information regarding purpose of the flight, weather, operating procedures, and special instructions

f. Familiar with all available information relevant to the flight
g. Supervises or accomplishes the aircraft preflight inspection and performs preflight preparation
h. Assures proper loading and security of passengers. Determines aircraft weight and balance are within prescribed limits
i. Computes helicopter performance planning per TC 1-211 UH-1 Aircrew Training Manual
j. Ensures flight support sheet and passenger manifest (when required) are prepared and properly filed

Crew Chief

Qualifications: See Pilot and Crew Chief Training and Qualifications Manual

Duties and Responsibilities:

a. Supports and assists the PIC
b. Determines self-fitness for flight
c. Assists with aircraft preflight inspection
d. Assists with proper loading and security of passengers
e. Performs other tasks assigned by the PIC
f. Assists with ground operations and ramp safety
g. Confirms each passenger seat belt is properly secured

Ground Support Personnel

a. Trained in ramp safety procedures, especially with regards to passenger and visitor safety
b. Assists with securing aircraft on ramp
c. Assists with passenger marshalling and safety in and around the helicopter

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Chapter 3
Authorized Operations

3-1 Purpose This chapter prescribes Liberty War Bird Association (LWBA) policies and procedures.

3-2 Scope LWBA policies and procedures contained in the GOM are consistent with applicable Federal Aviation Administration Regulations, Experimental Operating Limitations, and Living History Flight Experience Conditions and Limitations which are incorporated by reference. The most restrictive of these references control.

3-3 Objective Establish policies and procedures ensuring safety during LWBA ground and flight operations.

3-4 Kinds of Operations authorized in Experimental Operating Limitations issued by Harrisburg Flight Standards District Office are:

a. Day visual flight rules when equipped per 14 CFR 91.205
b. Night visual flight rules when equipped per 14 CFR 91.205
c. Instrument flight rules when equipped per 14 CFR 91.205

3-5 Minimum Crew.

a. Minimum crew for flight requests listed in paragraph 3-6 consists of an LWBA designated pilot-in-command
b. For flights other than those listed in paragraph 3-6, the minimum crew required to fly the UH-1 helicopter is one LWBA designated pilot-in-command whose station is in the right seat per U.S. Army TM 55-1520-210-10 paragraph 5-4, and LWBA Pilot and Crew Chief Training and Qualifications Manual. Additional personnel may be added at the discretion of LWBA President to perform training flights, functional check flights, and ferry flights (cross-country flights, or flights to reposition the helicopter).

3-6 Flight Request Consideration, Acceptance, Planning, and Performance

a. Liberty War Bird Association (LWBA) supports the following flight requests:

    1. Flyover
    2. Static display
    3. Living History Flight Experience (LHFE) rides

b. Flight request consideration, acceptance, planning, and performance steps

Step 1 – Receipt of Flight Request

Director of Public Affairs/Marketing:

Receives flight requests.
Determines if request aligns with one or more LWBA flight requests in paragraph 3-8.
Confirms flight request contains required information per paragraph 3-9.
Adds flight request information to the flight request list for consideration.

Step 2 – Flight Request Analysis

Director of public affairs/marketing:
Obtains and provides additional information

Director of operations:
Analyzes requested flights to determine supportability
Confers with director of standards/chief pilot and director of safety
Develops internal flight hour cost and labor estimate

Director of maintenance:
Confers with director of operations on flight request requirements
Analyzes requested flight request to determine supportability

Directors of operations and maintenance:
Submit respective recommendations to LWBA executive leadership to accept or decline the flight request

Step 3 – Flight Request Acceptance and Planning

Executive leadership
Accepts flight request
Provides additional guidance

Director of public affairs/marketing:
Notifies requestor of the decision to accept or decline the flight request
Provides information updates

Director of operations:
Ensures completion of operational control/flight briefing
Assigns pilot-in-command
Reviews pilot-in-command flight request planning
Designates a flight follower

Ensures required flight request support documentation (such as HLZ survey, landowner permission have been developed or obtained)

Director of maintenance:
Assigns crew chief
Ensures the helicopter is prepared for the flight request
Assigns maintenance support to launch and recover the helicopter

Step 4 – Flight Request Performance

Director of public affairs:
Performs public relations support
Participates in selected flight requests

Director of operations:
Monitors flight request performance through the flight follower
Participates in selected flight requests

Director of maintenance:
Monitors flight request performance
Participates in selected flight requests

Director of safety:
Participates in selected flight requests
Responds to incident or accident reports

Executive leadership:
Provides operational oversight
Participates in selected flight requests
Responds to incidents or accidents

Pilot-in-Command:
Performs flight planning as described in Chapter 7
Supervises or accomplishes the aircraft preflight inspection and performs preflight preparation
Makes weather go or no-go decision
Completes Flight Briefing (Operational Control) form
Ensures passenger manifest is prepared and attached to flight request briefing sheet or passenger manifest procedure is in effect for LHFE rides

3-7 Flight Request Information Elements

Flight requests must at least contain the following:

a. Flight requested (flyover, static display, LHFE rides)
b. Date request received
c. Flight request date
d. Flight request start & end time. Flyover requires a specific time.
e. Location (street address or latitude/longitude)
f. Customer (organization requesting support)
g. Customer contact (name, phone number, and email address)

NOTES:

1. Customer contact information is the person from the supported organization who is responsible for the event
2. LWBA POC is the person handling flight request planning and coordination for LWBA

See Appendix A LWBA 20XX Flight Request List

3-8 Flight Request Consideration and Accept or Decline Timeline

a. Consideration. Flight requests considered for support should be received at least six weeks before flight request date. LWBA executive leadership may consider selected flight requests for support less than six weeks from flight request date
b. Support decision. LWBA leadership decision to accept a flight request should occur no later than two weeks before flight request date
c. Notification. LWBA public affairs/marketing director should notify requesting organizations of LWBA of decision to accept or decline a flight request no later than two weeks before flight request date
d. Record keeping. The public affairs/marketing director should retain records of all flight request decisions for one calendar year

3-9 Flight Request Performance Procedures

a. Flyover. Overflight of a specific location and time plus or minus 5 minutes. No on-demand requests.
b. Static display. Helicopter display with LWBA staff to interact with the public
c. Living History Flight Experience rides. A passenger flight departing from and returning to the same location for the purpose of UH-1 flight experience
d. Helicopter performance:

   (1) Airport and heliports: In ground effect (IGE) power capability.
   (2) Helicopter landing zone: Out of ground effect (OGE) capability.

e. UH-1 flight maneuvers with passengers on board and LHFE ride duration.

(1) Normal and crosswind takeoff.
(2) Normal and crosswind approach.
(3) Hover and air taxi.
(4) Vertical takeoff and landing – level surface.
(5) Smooth coordinated turn entry and roll out with bank angle not to exceed 30º.
(6) Living History Flight Experience ride duration six to eight minutes.

3-10 Manifest

a. The manifest form is required for all flights. See Appendix A-9.
b. The manifest will be attached to the Flight Request Briefing form. See Appendix A-3.

3-11 Remain Over Night (RON) Procedures

For flights requiring the flight crew to remain overnight (RON), the PIC is responsible for:

(1) Positioning the aircraft in a secure location (inside airport operations area).
(2) Hangar the aircraft if possible.
(3) Securing the aircraft with LWBA approved locking device.
(4) Notifying local law enforcement if the aircraft is at an unsecure facility or remote location.
(5) Notifying the LWBA executive leadership of aircraft status and location.
(6) Ensuring crewmembers and passengers are properly supported.

3-12 Helicopter Operations

a. Helicopter operations will be conducted in accordance with FAA “Experimental Operating Limitations” dated 14 August 2018, FAA Approved Inspection Program aircraft operator’s manual, aircraft training manual, LWBA Qualification and Training Manual, LWBA General Operations Manual, Title 14 CFR Part 91.
b. Pilots may operate LWBA aircraft at public airports, heliports, and helipads.
c. Private, closed, or otherwise restricted airports and heliports may be used only with prior permission of appropriate authorities and if the facility is suitable for LWBA operations.

3-13 Helicopter Landing Zone (HLZ):

Safety is the number one priority during all operations. Risk associated with off airport helicopter landing zone operations can be minimized using the risk management process described in Chapter 14 Helicopter Flying Handbook FAA H-8083-21A and LWBA risk level criteria.

The following helicopter landing zone criteria shall be used to manage risk.

HLZ Safety Criteria:

a. Helicopter landing zone minimum size: 200'L x 200'W (includes final approach/take off and associated safety area dimensions).
b. Level surface asphalt, concrete or grass no higher than six inches.
c. Approach/departure path extending at least 500' horizontally from the helicopter landing zone.
d. Maximum ground slope 5 degrees.
e. Identify manmade obstacles outside the approach/departure path greater than 100' high within 1,000' of the HLZ (e.g. cell towers, antennas, water towers, silos, etc.).

HLZ Survey:

An LWBA pilot familiar with LWBA HLZ standards will complete the HLZ survey in Appendix A.

HLZ Control:

a. Helicopter operation on private property requires landowner or owner or agent permission.
b. The HLZ control shall be established by an LWBA HLZ safety/signaler.
c. HLZ safety/signaler should be equipped with a two-way VHF-AM air-band radio set to 123.025Mhz to maintain radio contact with the helicopter during approach, shutdown, engine starting and departure. Call sign "Liberty Ground".
d. HLZ safety/signaler should be equipped with a reflective vest, hearing and eye protection.
e. Before helicopter arrival and departure, the HLZ safety/signaler shall survey the HLZ for hazards not identified on the HLZ survey.
f. The HLZ safety/signaler shall have cell phone and street address information available to notify 911 fire-rescue in the event of accident.

HLZ Risk Level Criteria:

a. High risk means there is a likely possibility of helicopter control loss, obstacle collision, rotor wash causing serious injury, death, or substantial damage.
b. Moderate risk means there is an even chance of helicopter control loss, obstacle collision, rotor wash causing serious injury, death, or substantial damage.
c. Low risk means there is a remote possibility of an occurrence other than an accident that could adversely affect operational safety.

3-14 Pilots Authorized to Perform as PIC of LWBA Aircraft

Only pilots designated as pilot-in-command by LWBA Flight Crew Designation Memorandum may act as pilot-in-command. See procedures in LWBA Pilot and Crew Chief Training and Qualifications Manual Chapter 3 Paragraph 3-8.

3-15 Aircraft and Maintenance Checklists

a. Operator and crewmember checklists will be used for all "aircraft preflight" through the "before leaving aircraft" checks.
b. While airborne, when time does not permit use of the checklist or when use would cause a safety hazard, required check may be accomplished from memory.
c. Checklist and test flight manuals will be used while making operational maintenance checks, maintenance test flights and preventive maintenance inspections.
d. Only Department of the Army approved operator's manuals and checklists will be used.

3-16 Operation Over Densely Populated Areas

a. This procedure provides the PIC a method to comply with 14 CFR 91.319(c) per FAA “Experimental Operating Limitations” dated 14 August 2018 flight over a densely populated area or in a congested airway prohibited.

b. When conducting fly overs, the Pilot in Command will identify and plan an ingress and egress route that avoids densely populated areas and plan the flyover to present the aircraft such that route is not over the spectators as the method to comply 14 CFR 91.319(c).

c. Flight over a densely populated area or in a congested airway is authorized below minimum safe altitude per FAA “Experimental Operating Limitations” dated 14 August 2018 only for the purpose of takeoff and landing and does not allow for multiple traffic patterns for operations such as training or maintenance checks. This does not restrict a go-around/rejected landing for safety reasons.

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Chapter 4
Weight and Balance

4-1 Weight and Balance (W&B) Procedures

This chapter provides weight and balance control system for operation of LWBA aircraft.

4-2 References

a. Army Regulation 95-1 Flight Regulations.
b. Technical Manual TM 55-1520-210-10 UH-1H/V Operator's Manual.
c. Technical Manual TM 55-1500-342-23 Army Aviation Maintenance Engineering Manual Weight and Balance.
d. FAA Handbook 8083-1B Weight and Balance Handbook.
e. FAA Advisory Circular 120-7F Aircraft Weight and Balance Control.
f. Liberty War Bird Association FAA Approved Inspection Program.

4-3 Responsibilities

a. Director of quality assurance. Is responsible for maintaining complete and accurate LWBA aircraft weight and balance records.
b. Pilot on command is responsible for:

(1). Verifying aircraft center of gravity (CG) and gross weight (GWT) remain within aircraft limits for the duration of the flight.
(2). Identifying limitations imposed by weight and/or CG.
(3). Verifying DD Form 365-3 Chart C or FAA equivalent document is current.
(4). Using ForeFlight to determine weight and balance is within limits in addition to Operators Manual
(6). Using UH1 PPC App for iPhone/iPAD in addition to UH-1 Operators Manual

4-4 Weight and Balance File Review

Weight and balance records must be reviewed within 12 calendar-months after the last review for accuracy. The last day of the month is the final day for completing the review. For example, if the previous review was completed on 8 April, the next review must be completed by 30 April of the following year.

4-5 Aircraft Weighing Refer to US Army Regulation 95-1.

4-6 Standard Average Passenger Weights

Standard Average Passenger Weights Carryon baggage excluded	
Average adult passenger weight	185lbs
Average adult male passenger	200bs
Average adult female passenger	175lbs
Average child passenger 6 to 12 years old	80lbs

Chapter 5
Operational Control

5-1 Operational Control

LWBA uses a two-tier system of operational control.

a. The first tier consists of the president and directors who are responsible for:

(1) Ensuring flight crews are appropriately trained and qualified.
(2) Aircraft that is airworthy.
(3) Associated flight risks are identified, assessed, and mitigated.
(4) Ensuring the flight is in support of a static display, flyover, or Living History Flight Experience (LHFE) ride(s).

b. The second tier consists of the operational control exercised by the PIC who is responsible:

(1) As the final authority over the operation of the aircraft.
(2) For determining if the flight can be conducted safely, according to 14 CFR Part 91, LHFE Exemption requirements, and LWBA procedures.

c. When flights are in progress, the flight request briefer who has operational control responsibility shall be continuously available to communicate with flight crew.

d. Names and titles of the personnel authorized to exercise operational control as flight request briefers shall be maintained on a separate memorandum.

5-2 Operational Control and Flight Request Briefing

a. Operational control is accomplished by using a flight request briefing form specifying flight request, location, date, crew, flight plan information, supplemental information, risk management, and flight request briefer who has operational control responsibility.

b. A properly completed flight request briefing form is required for each flight request see Appendix A.

(1) The completed brief sheet must be signed by the flight request briefer.
(2) An occupant manifest, when required, will be attached to the Flight Request Briefing form. See Appendix A.
(3) Completed flight request briefing forms and manifests will be retained of one calendar year.

c. Flight request briefers designated to exercise operational control are identified in paragraph 5-1.

d. Flight request briefers may not be on board the aircraft during flight requests.

5-3 Flight Watch System

a. LWBA flight watch system consists of two procedures.

(1) Internal: LWBA flight following using VFR Flight Plan Elements – LWBA Flight Watch Form see Appendix A.
(2) External: File VFR flight plan with FAA Flight Service Station contractor telephone 1-800-992-7433 or online at https://www.1800wxbrief.com/Website/#!/ or other electronic means.

b. Internal LWBA flight watch procedure. Continuous radio contact with LWBA aircraft cannot be maintained.

(1) The flight request briefer also provides flight watch support for the flight request briefed.
(2) The PIC will ensure the Flight Request Briefing Form Appendix A and Manifest Appendix A (when required), is sent to the flight request briefer by electronic means.

NOTE: VFR Flight Plan Elements – LWBA Flight Watch Form Appendix A contains ICAO compliant VFR flight plan items.

(3) On departure, the PIC will ensure LWBA flight watch activation by telephone or electronic means.
(4) Upon arrival at destination, the PIC will ensure LWBA flight watch closure by telephone or electronic means.
(5) In the event the flight request briefer has not been able to establish communication with the flight crew within 30 minutes of scheduled arrival time the flight request briefer will contact FAA Flight Service Contractor at 1-800-992-7433 to report the aircraft overdue.

NOTE: The flight request briefer shall retain (flight request briefing, manifest, and VFR Flight Plan Elements documents) until the flight is complete.

Chapter 6
Safety Training

6-1 Safety Training

All current LWBA members will receive safety training. New members will be trained as soon as possible. Training to be tracked and documented. Makeup training will be provided for members unable to attend scheduled training classes or safety meetings.

Safety classes:

a. Crew Resource Management (CRM)
b. Risk Assessment/Management
c. Safety Philosophy
d. Safety Forms
e. Safety Promotion
f. Foreign Object Debris (FOD)

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Chapter 7
Flight Planning

7-1 Flight Planning

VFR flight planning.

a. The pilot in command shall become familiar with all available information concerning that flight.

   (1) Prior to conducting VFR operations, the pilot in command must:

      (a) Determine the minimum safe cruise altitude by evaluating terrain and obstacles along the planned route of flight.
      (b) Identifying and documenting the highest obstacle along the planned route of flight.
      (c) Using a minimum safe cruise altitude to determine the minimum required ceiling and visibility to conduct the planned flight by applying the weather minimums appropriate to the class of airspace for the planned flight.

   (2) While conducting VFR operations, the pilot in command must ensure all terrain and obstacles along the route of flight are cleared by at least 500 feet.

b. A pilot in command may deviate from the planned flight path for reasons such as weather conditions or operational considerations. Such deviations do not relieve the pilot in command of the weather requirements or the requirements for terrain and obstacle clearance. Change in destination, or other changes to the planned flight that occur while the helicopter is on the ground at an intermediate stop require evaluation of the new route in accordance with sub-paragraph (a)(1).

7-2 Weather Briefing

a. Before each flight either the PIC will obtain a standard preflight weather briefing from an FAA contracted Flight Service Station (FSS) or digitally through a third-party vendor from the National Weather Service.

b. During the flight, the PIC will update weather forecast using one of the following:

   (1) Obtaining an abbreviated briefing from FSS.
   (2) Using electronic means.

(3) In flight the PIC will monitor weather conditions. Flight information broadcast (FIS-B) or a FAA contracted flight service station (FSS) may be used to facilitate monitoring weather conditions.

7-3 Weather Minimums

a. Basic VFR weather minimums 14 CFR 91.155 must be forecast for flight duration.
b. The pilot-in-command may set higher ceiling and visibility requirements as a risk management measure to ensure terrain and obstacle clearance or reduce potential of encountering instrument meteorological conditions.
c. Living History Flight Experience Conditions and Limitations contain specific weather minimum requirements.

Chapter 8
Notice to Airmen (NOTAM) and Pilot Weather Reports (PIREP)

8-1 NOTAMS may be obtained using

a. The FSS standard pre-flight briefing contains NOTAMS relevant to the planned flight.
b. By submitting a digital VFR flight plan to FSS and receiving a digital pre-flight briefing.
c. The internet https://notams.aim.faa.gov/notamSearch/.

8-2 Pilot Weather Reports (PIREP) may be obtained

a. Before flight by obtaining a standard pre-flight briefing from flight service.
b. In-flight by contacting flight service by radio.

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Chapter 9
Restricted or Suspended Operations

9-1 Restricted or Suspended Operations

Restricted or suspended operations. Executive leadership, director of operations, or the pilot-in-command shall restrict or suspend operations when hazardous conditions exist with the potential to cause personal injury or death, property damage, or operational degradation.

Operations may resume when hazardous conditions abate.

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Chapter 10
Observer Seats

10-1 Observer Seats

Observer may occupy a passenger seat upon request by FAA inspectors and NTSB personnel.

a. Priorities are FAA inspectors then National Transportation Safety Board (NTSB) personnel.
b. The PIC shall make seat assignments.

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Chapter 11
Passenger Procedures

11-1 Passenger Briefing Procedures

Passenger briefing is required before takeoff and consists of a passenger notification and passenger briefing.

a. Passenger notification memorandum is found in Appendix A.
b. Passenger briefing is found in Appendix A.

11-2 Ground Team Personnel

A ground team consisting of a signaler and passenger support personnel are required for LHFE rides where quick turn-around operation is necessary.

a. Quick turn-around operation. The PIC shall remain in the cockpit with the helicopter engine running and rotors turning. The crew chief will supervise passenger boarding and deplaning.

b. Signaler.

(1) Must be equipped with a reflective vest, hearing and eye protection is signals the helicopter into landing position for passenger operations.

(2) Signaler should be familiar with hand and arm signals described in FAA Advisory Circular 91-32B “Safety In and Around Helicopters”.

(3) Before helicopter arrival and departure, signaler monitors activity in proximity to the helicopter approach and departure path for potential collision and rotor wash hazards.

(4) Signaler provides hand and arm signals to guide the helicopter onto the designated landing and takeoff location.

c. Passenger support ground team.

(1) Must be equipped with a reflective vest, hearing and eye protection.
(2) Brief the passengers on safety procedures and no-smoking policy.
(3) Keep passengers together and clear of the landing area.
(4) Will maintain positive (physical) control of all passengers moving to and from the aircraft.
(5) Directs passengers to face away from the helicopter during landing and takeoff.
(6) Organizes passengers in to two lines ready to board and deplane as soon as

the crew chief gives the signal.
(7) Directs passengers to and from the helicopter.
(8) Assists passengers with boarding/deplaning, seating, and seat belt operation.
(9) Assists handicapped passengers with boarding/deplaning, seating, and seat belt operation.
(10) The crew chief will double check each seat belt for each passenger.

d. Hazardous material shall not be transported on LWBA aircraft.

Chapter 12
Rapid Refueling of Helicopters

12-1 Refueling Procedures

a. Refueling operations will be conducted according to company refueling policies, UH-1 operators manual, and LWBA procedures.
b. Either the PIC or crew chief will be at the helicopter during refueling.
c. Other personnel must stay at least 100 feet from the helicopter during refueling.
d. Fuel trucks should be parked so that the truck could be moved away from the aircraft in case of a malfunction or emergency.

12-2 Rapid Refueling Procedures

Running aircraft rapid refueling.

a. Refueling operations will be conducted per company refueling policies.
b. Only PIC, pilot monitoring, crew chief, and refueler are required during refueling operations.
c. Passengers shall be off-loaded to a location designated by the PIC before commencing rapid refueling.
d. Cargo doors will be closed.
e. No radio transmission while refueling unless an emergency occurs.
f. The crew chief will have a fire extinguisher in hand and visual contact with the pilot at the controls and the refueler.
g. Fuel trucks should be positioned so that the truck could be moved away from the aircraft in case of malfunction or emergency.
h. Before placing fuel into the helicopter, the helicopter should be bonded to the fuel source to equalize static electricity between the fuel source and the aircraft.

NOTE: Grounding of the aircraft and/or fuel truck is no longer recommended because it does not prevent sparks at the fuel source, and the grounding cable may not be sufficient to discharge the electrical current.

i. Fuel should be dispensed into an open port from approved dead man-type nozzles, with a flow rate not to exceed 10 gallons per minute (38 liters per minute), or it should be dispensed through close port pressure fueling ports.

12-3 Evacuation Procedures

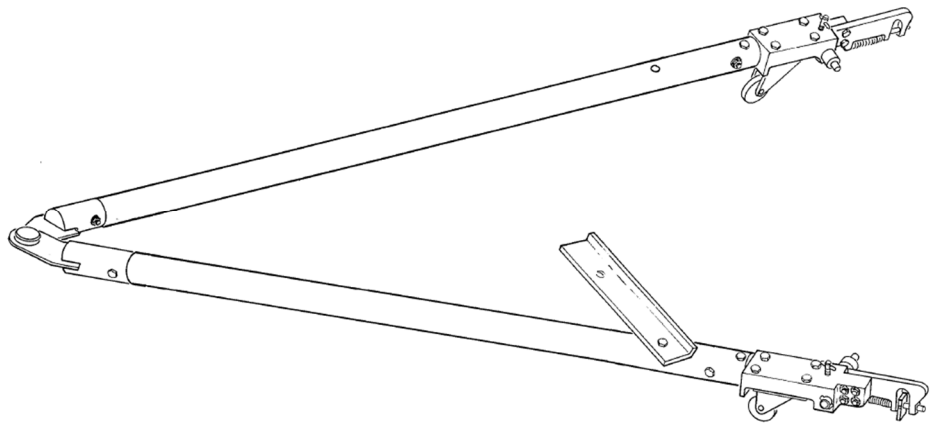
a. Shut down refueling equipment
b. Shut down helicopter
c. Discharge fire extinguisher to protect people
d. Pilots and crew chief evacuate the area

e. Move fuel truck away from the helicopter

Chapter 13
Aircraft Ground Towing Procedures

13-1 Towbar and Ground Handling Wheels

Tow bar assembly, aircraft FSN 1730-967-9556, Ground Handling Wheels Assemblies, Model 214-706-104-101 or Model 1730-EG-100, configured for attachment to either AH-1 or UH-1 helicopters are used to tow the UH-1 helicopter. See AC 00-65 Towbar and Towbarless Movement of Aircraft for additional information.

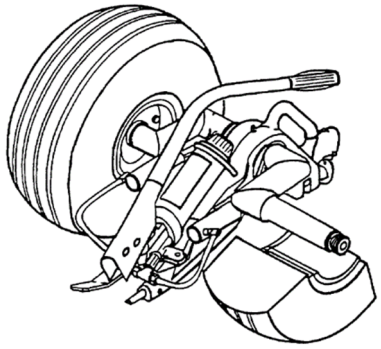


Towbar inspection. The following general operator inspections apply to towbars. Detailed inspection requirements are contained in TM 1-1500-204-23-9 Aviation Unit Maintenance (AVUM) and Aviation Intermediate Maintenance (AVIM) Manual for General Aircraft Maintenance Volume 9.

a. Visual inspection. Look for broken or loose hardware.
b. Aircraft attaching devices. Check for proper operation.
c. Maintenance. Consult the applicable maintenance manual for preventive and scheduled maintenance requirements.

Towbar operating procedures. Consult the applicable aircraft maintenance manual for detailed guidance. The following general procedures pertain to the operation of the tow bar:

a. Connect tow bar to aircraft.
b. Confirm that attaching pins are properly engaged.
c. Connect tow bar to tow vehicle.
d. Tow aircraft to desired location.
e. Disconnect tow bar from tow vehicle.
f. Disconnect tow bar from aircraft.



Ground handling wheel inspection. The following general operator inspections apply to the ground handling wheel. Detailed inspection requirements are contained in TM 1-1730-232-13&P Operator's, Aviation Unit Maintenance (AVUM) and Aviation Intermediate Maintenance (AVIM) Manual.

a. Check for fluid leakage or appearance of fluid leakage.
b. Visually check for damaged hoses, and loose, missing, or damaged parts.
c. Visually inspect the cradle for cracks or damage.
d. Inspect the quick release pin and attaching lanyard to assure the pin is not bent or broken, or damaged, and that it is securely fastened to the cradle, and that the lanyard is not frayed, broken, or damaged.
e. Check for excessive wear, cuts, cracks, abrasions, and low or flat tires.
f. Ensure tires are inflated to proper pressure (50psi for model 204 and 75psi for model 1730.

Operation. Position the Ground Handling Wheels Assemblies over the skids, attaching the cradle to the helicopter with a nose pin or quick release pin, lifting the helicopter with the hand operated hydraulic pump, and moving the helicopter.

a. Positioning. The Ground Handling Wheels Assemblies are positioned over the left and right landing skid lifting lugs, which are located aft and forward of the helicopter center. The lug locations provide a "near balance" condition for ground handling or moving the helicopter by hand. The cradles are aligned and attached to the skid lugs by nose pins at the front and quick release pins at the rear. Personnel shall ensure safety devices (pins or collared pins) are in place after installing the wheel assemblies.
b. Lifting. Two Ground Handling Wheels Assemblies are used to lift the helicopter off the ground. Each Ground Handling Wheels Assembly has a hand operated hydraulic pump. Operating the hand pump provides hydraulic force to hydraulic rams, which rotate the eccentric axles mounted in the cradle assembly. This action lifts the cradle sufficiently to raise the helicopter landing skids off the ground.

c. Moving. Once lifted, the helicopter is supported by hydraulic pressure It can be moved by balancing, rolling, and maneuvering into desired position manually.

WARNING

Personnel injury may result when operating the hydraulic pump, if the metering valve Is not mounted properly in the pump outlet. This valve controls the rate of descent, and any attempt to use the control valve release knob to control descent of the helicopter, may prevent the metering valve from activating properly.

13-2 Towing Vehicle Inspection

Inspection. Complete tow-vehicle pre-operation inspection before operating:

a. Liquid levels. Check the steering system oil reservoir, gas tank, radiator, and crankcase. Service as necessary.
b. Tires. Check for proper inflation. Service if needed.
c. Leaks. Check steering system oil lines, fuel lines, water pump, water hoses, crankcase, and brake lines.
d. Lights. Check lights for operation.
e. Maintenance. Consult the applicable maintenance manual for preventive and scheduled maintenance requirements.

13-3 Towing Operations

Aircraft towing vehicle. The aircraft tow vehicle is used to move an aircraft from one spot to another. A towbar is the connection between the towing vehicle and the aircraft. See AC 150/5210-20A Ground Vehicle Operations to include Taxiing or Towing an Aircraft on Airports.

CAUTION

The UH-1 helicopter should not be towed for 25 minutes after the battery and inverter switches have been turned off to prevent damage to attitude and directional gyros. If the helicopter must be towed prior to the 25-minute limit, the battery and inverter switches shall be turned on. Wait five minutes after the switches are on before moving the helicopter.

Before towing the helicopter, the lead maintenance person shall:

a. Survey the tow path for obstructions, competing apron, tow lane, and hangar activity.
b. Hold a tow plan safety briefing to identify the tug driver, two main rotor walkers and one tail rotor walker/tail skid controller.
c. Brief the tow path, identify obstacles and avoidance procedures.

d. Confirm signals.
e. Confirm no one will ride inside of the aircraft during towing.
f. Ensure tug or tow tractor is operated at a slow walking speed.

13-4 Annual and Recurrent Proficiency Tow Vehicle Training

Tow vehicle operator training consists of:

a. Airport ground vehicle rules and regulations and passed the KLNS driver test.
b. Tow vehicle operation.
c. Procedures to coordinate with air traffic control.
d. Airport signage and signals.
e. Communication with air traffic control.
f. Emergency procedures.

13-5 Tow Vehicle Operator

The tow vehicle driver is responsible for operating the vehicle safely. The vehicle operator should follow all direction from the control tower and also obey emergency stop instructions given by any team member.

A trained vehicle operator should be at the controls of the towing vehicle at all times during aircraft movement. The vehicle operator should stop the vehicle upon losing communication with the cockpit observer and, unless on an active runway, proceed to safely clear the runway.

Tow vehicle operators require annual re-current and proficiency training. Tow vehicle operators at Lancaster Airport (KLNS) must have taken and have on record documentation that they passed KLNS required vehicle operator test when moving an aircraft on or across active areas of the airport, including taxiways.

13-6 Wing (Main Rotor) Walker

Wing walkers ensure adequate clearance of any obstruction in the path of the aircraft. Wing walkers must observe main rotor, stabilizer bar, and helicopter structure for collision hazard. The wing walker is responsible for properly signaling the tow vehicle operator as soon as it appears the aircraft is in danger of colliding with an obstruction. In such cases, stop towing until the vehicle operator personally checks the clearance.

Wing walkers are not required for helicopters being towed with rotor blades in parallel position. Wing walkers do not require annual proficiency testing and need not be fully qualified in all towing procedures.

13-7 Tail Skid Walker

A tail skid walker during is required during towing operations to apply pressure on the tail skid to raise the forward portion of skid landing gear off the ground for helicopter movement. Tail skid walkers must observe tail rotor and helicopter structure for collision hazard.

Tail walkers do not require annual proficiency testing and need not be fully qualified in all towing procedures as long as this is their only task.

13-8 Personnel Riding or Walking

No one will ride inside of the aircraft during towing.

13-9 Towing Speed

The tug or tow tractor shall be operated at a slow walking speed.

13-10 Starts and Stops

When moving aircraft, tow vehicle operators should not stop and start suddenly. Never apply aircraft brakes when an aircraft is being towed, except in emergencies and upon instructions given by any team member.

13-11 Equipment, Stands, and Similar Materials

Equipment, work stands, loose aircraft parts, and other materials shall be moved a safe distance from the tow path.

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Chapter 14
Accident Notification Requirements

14-1 Accident Notification Requirements

See Safety Management System Appendix A Page A-2 Immediate Response and Page A-4 Secondary Response.

14-2 National Transportation Safety Board Notification 49 CFR 830

a. Immediate notification. LWBA shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board (NTSB) office when:

b. An aircraft accident or any of the following listed serious incidents occur:

(1) Flight control system malfunction or failure.
(2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness.
(3) Failure of any internal turbine engine component that results in the escape of debris other than out the exhaust path.
(4) In-flight fire.
(5) Aircraft collision in flight.
(6) Damage to property, other than the aircraft, estimated to exceed $25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.
(7) Damage to helicopter tail or main rotor blades, including ground damage, that requires major repair or replacement of the blade(s).

c. When an aircraft is overdue and is believed to have been involved in an accident the flight request briefer will notify management (Director of Operations, Director of Safety, Vice President and President), who will, report using the most expeditious means available as follows:

(1) Type, nationality, and registration marks of the aircraft.
(2) Name of owner, and operator of the aircraft.
(3) Name of the pilot-in-command.
(4) Date and time of the accident.
(5) Last point of departure and point of intended landing of the aircraft.
(6) Position of the aircraft with reference to some easily defined geographical point.
(7) Number of persons aboard, number killed, and number seriously injured.
(8) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known.

(9) A description of any explosives, radioactive materials, or other dangerous articles carried.

d. The pilot shall discuss the accident only with the assigned law enforcement officer(s) or official(s) from the Federal Aviation Administration or National Transportation Safety Board. If the Press, or anyone else seeks information as to cause, or name of persons involved, refer them to the President or Vice President.

e. NTSB headquarters is located at 490 L'Enfant Plaza SW., Washington, DC 20594. Contact information for the NTSB's regional offices is available at http://www.ntsb.gov. To report an accident or incident, you may call the NTSB Response Operations Center, at 844-373-9922 or 202-314-6290.

Appendix A

FORMS

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Airworthiness Pre-Flight Checklist A-27
Flight Request Timeline A-29
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Flight Request Briefing (Operational Control)											
Date Posted			Flight Date			Request No.					
Flight Request	Flyover		Static Display			LHFE Rides					
	Training		Maintenance			Ferry					
Event											
Location											
Organization Supported											
Organization POC											
Crew											
PIC			Left Seat			CE					
PIC			Left Seat			CE					
PIC			Left Seat			CE					
Flight Plan Information											
Departure Point			Departure Date			Departure Time					
Altitude			Route								
Destination			ETE (00:00)			Persons on Board					
Pilot in Command Contact Information											
Flight Follower Contact Information											
Supplemental Information											
Refuel Location(s)			Refuel POC(s)								
RON Location:											
Risk Management											
Crew		Aircraft		Environment		External Pressures					
Flight Briefer Printed Name				Flight Briefer Signature							

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VFR Flight Plan Elements – LWBA Flight Watch	
Aircraft ID	N823LW
Flight Rule	VFR
Flight Type	G
No. of Aircraft	1
Aircraft Type	UH1
Wake Turbulence	L
Aircraft Equipment	N
Departure Airport or HLZ	
Departure Date & Time	
Cruising Speed	N0090
Level (altitude)	
Surveillance Equipment	CB1
Route of Flight	
Other Information	
Destination Airport or HLZ	
Estimated Elapsed Time (HHMM)	
Alternate Airport 1	
Alternate Airport 2	
Fuel Endurance (HHMM)	
Persons on Board	
Aircraft Color & Markings	G
Supplemental Remarks	“US ARMY” Markings
Pilot-in-Command	
Survival Equipment	
Jackets	
Dinghies	
Pilot Contact Information	
1. Call 1-800-992-7433 flight service to initiate search and rescue. 2. Advise flight briefing specialist of overdue aircraft 3. Provide flight plan information listed on this form.	

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HELICOPTER LANDING ZONE SURVEY			
Inspector's Name:		Phone Number:	
FAA ID or Location:			
Latitude/Longitude:		Survey Date:	
Use:			
Image showing HLZ location, ingress/egress, magnetic north, obstacles, overflight avoidance areas, and other pertinent information			
Hazards Obstacles: Slope: Buildings: Vehicles: Other: Risk Level:		**HLZ Information** Approach/Departure) Direction: Traffic Pattern: Elevation: Fire-Rescue CTAF: Fuel:	

Overview

Overview Imagery

Aeronautical Chart Extract

Manifest List All Persons on Board the Aircraft					
Date:		**Flight Request No.**		**Destination:**	
Name (first and last name)		**Duty**	**Emergency Contact (first and last name)**		**Phone Number**

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Passenger Notification
Please Read Carefully Prior to Flight

The aircraft you are about to fly on is operated by the Liberty War Bird Association, Inc. (LWBA), an IRS approved 501 (c)(3) non-profit public charity. This aircraft is a Bell Helicopter Corporation UH-1H “Huey” helicopter originally manufactured for the United States Army and now operated by LWBA. This aircraft is certificated by the Federal Aviation Administration (FAA) in the Experimental Exhibition airworthiness category. The following is the significance of an Experimental Airworthiness certification compared to an aircraft that is operated with a FAA issued Standard Airworthiness certification:

The FAA has not established, nor has it approved experimental category airworthiness certificated aircraft manufacturing standards. In contrast, standard airworthiness certificated aircraft are manufactured to FAA approved standards, including standards addressing the design of the aircraft and life-limited parts.

An aircraft may be issued an Experimental Airworthiness certificate when the:

1. Builder of the aircraft submits a statement that sets forth the purpose for which the aircraft is to be used:
2. Builder of the aircraft submits enough data to identify the aircraft;
3. Builder of the aircraft submits information found necessary to safeguard the public;
4. FAA finds the fabrication and assembling of the aircraft complies with acceptable aeronautical standards and practices.

Standard Category Airworthiness certificates are issued for an aircraft when the FAA finds the:

1. Aircraft has been built and maintained in accordance with the aircraft’s type certification standards as established by the FAA; and
2. Aircraft’s inspection and maintenance requirements are in compliance with the applicable Federal Aviation Regulations.

(See other side for Passenger Liability Release)

ASSUMPTION OF RISK AGREEMENT AND RELEASE OF LIABILITY
PLEASE READ CAREFULL BEFORE SIGNING

The undersigned intends to be a passenger in an aircraft owned or leased by the Liberty War Bird Association, Inc. (LWBA).

I understand and acknowledge that flying in any aircraft, including the Aircraft in which I intend to be a passenger, is a potentially hazardous activity. I understand that I should not fly in the Aircraft unless I am medically and physically fit to do so and have independently properly trained to be a passenger or crewmember therein. I will not fly in the Aircraft unless all the foregoing conditions have been satisfied. I acknowledge that LWBA has no obligations to provide nor will it provide me with any required or necessary training and that I must obtain such training on my own prior to flying in the Aircraft.

I assume all risks associated with being a passenger, crewmember or otherwise flying in the Aircraft, including but not limited to, weather related events, failure of the mechanical features of the Aircraft, air traffic related events, pilot negligence, and any and all conditions of the airport, air or aircraft, and I acknowledge that all such risks are known to me and appreciated by me. Having read this waiver and knowing, considering and appreciating these facts and risks, and in consideration of my behalf and on the behalf of my heirs, successors and assigns, I do hereby waive and release the Liberty War Bird Association, Inc. and the owner of the Aircraft, and their agents, representatives, directors, shareholders, officers, employees, members, volunteers, and successors from all claims or liabilities of any kind arising out of my flight in the Aircraft, including without limitation any personal injuries, death, or damage to property which I may incur, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver and release.

I warrant that I am 18 years of age or older, or am the legal guardian of the undersigned minor, and of sound mind as of the date hereof and competent to knowingly execute and deliver this instrument. This instrument shall remain in effect unless revoked through a writing signed by the undersigned and delivered to the Owner and an officer of the Liberty War Bird Association, Inc. thirty (30) days in advance of its effective date.

This the _____ day of _____, 20____.

_____ _____
Witness Signature of Passenger or Guardian

Name: _____

Name of Minor Signed by Guardian: _____

Address: _____
Street

_____ _____ _____
City State Zip

Phone #: _____

Email Address: _____

Age: _____ DOB: _____

Passenger Briefing

1. Crew Introduction

2. Equipment - individual

3. Flight Data

   a. Altitude
   b. Flight duration
   c. Weather

4. Normal Procedures.

   a. Entry and exits
   b. Seat belt operation and use
   c. Internal communication with Crew Chief
   d. Equipment security
   e. No smoking
   f. Refueling – normal or rapid
   g. Replica weapons
   h. Hearing protection
   i. Survival

5. Emergency procedures

   a. Emergency landing/ditching
   b. Emergency exits
   c. Emergency equipment

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Flight Briefer Designation

DATE:

TO:

FROM:

RE: Flight Request Briefer Designation

Personnel listed below are designated to perform as Liberty War Bird Association flight request briefer. They are responsible for performing flight request oversight and operational control functions described in Chapter 5.

This designation remains in effect until superseded.

LWBA Director of Operations

LWBA President

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Cost and Labor Estimate

(FOR INTERNAL LWBA USE ONLY - NOT FOR PUBLIC RELEASE)

Liberty War Bird Association's (LWBA) internal cost estimate to support _____ on _____ from _____ to _____.
(DATE)
LWBA cost estimate:

UH-1 operating cost: $0,000 (hourly rate x operating time). One-hour operating time is charged at engine start. After the first operating hour, operating time is charged to next half hour.

Example. 1.2 hour operating time is charged to the next half hour 1.5 hour operating time.

LWBA volunteer hours: **00**

Cost projection breakdown:

1. Estimated cost is **$X,XXX** for X.X hours operational time. Leg times:

XXXX to XXXX	0.0 hours
XXXX to XXXX	0.0 hours
XXXX to XXXX	0.0 hours

Jet-A purchase of XXX gallons from XXXXXXXXXXXXXXX at $X.XX per gallon cost **$XXX**

2. LWBA minimum labor commitment: **XX hours**
LWBA volunteer labor timeline based on customer requirement for X-hour (0000 to 0000) static display. LWBA flight request schedule:

0830	Report, roll call, and team brief
1000	Pre-flight, ground handling, and fueling
1030	Departure KLNS
1045	On station
1200	Fuel stop KXXX
1430	Arrival KLNS
1430	Recovery
1500	Post flight/debrief
1530	Release time

Flight request day (X XXX XXXX) minimum labor required X people (X crew and X aviation maintenance support persons) for X hours. Total **XX** hours

Post flight request day (X XXX XXXX) labor required X people (ground handling to wash location, rinse/wash, and PMD) for X hours. Total **XX** hours.

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LWBA Flight Request List

LWBA 20XX Flight Request List (XX-XXX-XXXX)				
Request DTG	**Location**	**NOTES**	**Customer/contact**	**LWBA POC**
Saturday XX Jul XXXX Arrive: 10:30 Depart: 12:30	Name Street Address Coordinates	Received: XX May XXXX Requested support:	Name Phone Email	Name Phone Email:

GREEN = Confirmed, BLUE =Considering, YELLOW = Possible Conflict

Color coding refers to Flight Request DTG column shading.

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DELIBERATE RISK ASSESSMENT WORSHEET

DELIBERATE RISK ASSESSMENT WORKSHEET

1. FLIGHT REQUEST	2. DATE (DD/MM/YYYY)

3. PREPARED BY

a. Name (Last, First, Middle Initial)	b. Rank/Grade	c. Duty Title/Position
d. Unit	e. Work Email	f. Telephone (DSN/Commercial (Include Area Code))
g. UIC/CIN (as required)	h. Training Support/Lesson Plan or OPORD (as required)	i. Signature of Preparer

Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & make decisions
(4) Implement controls (5) Supervise and evaluate *(Step numbers not equal to numbered items on form)*

4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	
				How: Who:	

Additional entries for items 5 through 9 are provided on page 2

10. OVERALL RESIDUAL RISK LEVEL *(All controls implemented)*:
☐ EXTREMELY HIGH ☐ HIGH ☐ MEDIUM ☐ LOW

11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION

12. APPROVAL OR DISAPPROVAL OF FLIGHT REQUEST ☐ APPROVE ☐ DISAPPROVE

a. Name (Last, First, Middle Initial)	b. Rank/Grade	c. Duty Title/Position	d. Signature of Approval Authority

e. Additional Guidance:

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DELIBERATE RISK ASSESSMENT WORKSHEET

Risk Assessment Matrix		Probability *(expected frequency)*				
		Frequent: Continuous, regular, or inevitable occurrences	**Likely:** Several or numerous occurrences	**Occasional:** Sporadic or intermittent occurrences	**Seldom:** Infrequent occurrences	**Unlikely:** Possible occurrences but improbable
Severity *(expected consequence)*		**A**	**B**	**C**	**D**	**E**
Catastrophic: *Death, unacceptable loss or damage, mission failure, or unit readiness eliminated*	**I**	EH	EH	H	H	M
Critical: *Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability*	**II**	EH	H	H	M	L
Moderate: *Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability*	**III**	H	M	M	L	L
Negligible: *Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability*	**IV**	M	L	L	L	L

Legend:
EH – extremely high risk **H** – high risk **M** – medium risk **L** – low risk

13. RISK ASSESSMENT REVIEW *(Required when assessment applies to ongoing operations or activities)*

a. Date	b. Last Name	c. Rank/Grade	d. Duty Title/Position	e. Signature of Reviewer

14. FEEDBACK AND LESSONS LEARNED

15. ADDITIONAL COMMENTS OR REMARKS

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Execution Checklists

Flyover Execution Checklist

Flight Request: **Date:**

GO	NO-GO	Condition
		Flight request accepted by LWBA leadership
		Crew assigned (PIC, SIC, and CE)
		Launch and recovery personnel assigned
		Helicopter ready (hours to scheduled maintenance)
		Flight briefer assigned
		Ground coordination
		Flight request timeline set

Static Display Execution Checklist

Flight Request: **Date:**

GO	NO-GO	Condition
		Flight accepted by LWBA leadership
		Crew assigned (PIC and CE)
		Launch and recovery personnel assigned
		Helicopter ready (hours to scheduled maintenance)
		Flight briefer assigned
		HLZ signaler assigned
		HLZ survey complete
		Land-owner permission obtained
		Flight request timeline set

LHFE Ride Checklist

Flight Request: **Date:**

GO	NO-GO	Condition
		Flight request accepted by LWBA leadership
		Crew assigned (PIC, and CE)
		Launch and recovery personnel assigned
		Helicopter ready (hours to scheduled maintenance)
		Flight briefer assigned
		HLZ signaler assigned (required for off airport/heliport only)
		HLZ survey complete (required for off airport/heliport only)
		Land-owner permission obtained (off airport/heliport only)
		Ground team assigned
		Registration team assigned
		Flight request timeline set
		Ground transportation plan set (LHFE away from home station)

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RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT

I, _____ am the owner or owner's agent of property located at _____

by signing this agreement I do hereby release Liberty War Bird Association (LWBA), their officers, agents, and volunteer members from, and do agree, to waiver my rights to assert, all causes of action, claims, or demands, of any nature that I may now have or may have in the future for any damage to property, or for any accident of any kind, however caused, arising out of or in any way connected to LWBA's helicopter operation on (DATE)_____.

I certify that I am legally competent to sign this release of liability and hold harmless agreement. I further certify that I understand that the terms of this document are legally binding, that I agree to these terms, and that I am signing this document, after having carefully read it, of my own free will.

PRINTED NAME:_____

SIGNATURE:_____ DATE:_____

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AIRWORTHINESS PRE-FLIGHT CHECKLIST

REG. NO.	MAKE:	MODEL:	SERIAL NO:
N823LW	BELL HELICOPTER	UH-1H	66-16823

In addition to UH-1H Operators Manual Chapter 8 Normal Procedures, the pilot in command shall verify airworthiness per 14 CFR 91.7 by confirming compliance with the following:

DOCUMENTATION

Circle	Documentation
Yes/No	**Airworthiness Certificate** (original) – **14 CFR 91.203** (left side pedestal panel)
Yes/No	**Aircraft Registration Certificate** (original) – **14 CFR 91.203** (left side pedestal panel)
Yes/No	**Aircraft Operators Manual** (current through change 20) – **14 CFR 91.1** (on board the helicopter)
Yes/No	**Aircraft Weight and Balance** (DD Form 365-3 Chart C) required to determine compliance with operating limitations – **14 CFR 91.103** (document bag (football))
Yes/No	**Annual Program Letter** – plus amendments – required per **Experimental Operating limitations** (document bag (football))
Yes/No	**Experimental Operating Limitations** – required per **Experimental Operating limitations** (document bag (football))

AIRWORTHINESS DIRECTIVES

Circle	Airworthiness compliance review
Yes/No	**Airworthiness Directives (AD)** compliance listing of all applicable **ADs** including recurring action ADs. **14 CFR 91.417 14 CFR Part 39**

INSPECTIONS

Circle	Required inspections
Yes/No	**Annual Condition Inspection** signed by a certificated mechanic holding inspection authorization. **14 CFR 91.409(f)** and **Approved Inspection Program (AIP).**
Yes/No	**Transponder** inspection required every 24 months per **14 CFR 91.413**

I have reviewed certificates and documents and determined this aircraft is airworthy and in condition for safe flight as required by 14 CFR 91.7

PIC signature, certificate number, type, and date: _____

PILOT IN COMMAND SHALL RETAIN THIS FORM FOR DURATION OF THE EVENT. THIS FORM MAY BE HELPFUL DURING AN FAA RAMP INSPECTION. NOTE: THE SAFETY INSPECTOR MAY REQUEST TO SEE AIRCRAFT AND AIRMAN DOCUMENTS.

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Flight Request Timeline

Support Timeline (Event Name and Date)

LBWA Support (Static Display, Flyover, LHFE)

PIC (Name), Pilot monitoring (Name) Crew Chief (Name)
Ground POC: (Name and cell number)
Flight Follower: (Name and cell number

Configuration: slick or door guns
Fuel load: Full or specify quantity

Projected flight time: X.X hours

0800 Report, roll call, and team brief
0830 Pre-flight
0900 Pushback and refuel
1000 Departure KLNS
1100 On station
1300 Arrival KLNS
1315 Recovery
1330 Post flight/debrief
1400 Release time

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Preflight Team Brief
After Action Report

LWBA Preflight Team Briefing

1. **Event name & support Static display, flyover, LHFE**
2. **PIC, crew identification and currency verification:**
3. **Timeline review: Pushback time:**
   Takeoff time:
4. **HLZ control or flyover coordinator – commo method**
5. **Required items: Individual and required equipment**
6. **Fuel required: FULL or required fuel quantity**
7. **Airspace surveillance:**
   Left seat: 9-2 Right seat 10-3 Crew Chief Left side 6-10
   Right side 2-6
8. **Crew chief duty**
   Secures passenger and cargo
   Performs fuel check
9. **FOD Check: Tool accountability check**
10. **Emergency egress procedure and rendezvous point**
11. **After-action review: Location and time**
12. **Risk Assessment: Pilot, Aircraft, enVironment, External pressures**
    Overall risk: PIC Decision: Go or NO GO
13. **Comments or questions:**
14. **Acknowledge briefing:**
    CREW CHIEF RELEASED TO PREP AIRCRAFT
15. **Flight route:**
16. **Weather & NOTAMS:**
17. **Airworthiness check and pre-flight deficiencies:**
18. **PPC: Max torque available, Go No-Go IGE/OGE, Predicted Hover**
19. **Mission modification required based on aircraft analysis or Wx**
20. **Crew actions, duties, and responsibilities**
    - **a. Aircrew coordination:**
      Two challenge rule
      Three-way positive flight control transfer
      Most conservative response
      Advocacy and assertion
    - **b. Emergency actions:**
      Confirm understanding: Land as soon as practicable & possible
      Pilot on controls initiates immediate action steps
      Pilot monitoring runs emergency checklist
21. **General crew duties:**
    a. Pilot flying - flies the helicopter
    b. Pilot monitoring:
       Runs the checklist
       Handles communication
       Navigation
       Copy ATIS, clearances and other information
       Verify PPC, fuel required, and performs fuel check

After Action Review

1. Restate flight request: Static display, flyover, LHFE

2. Team observations: Start with least experienced person

3. Sustain:

4. Improve:

5. Thank crew for their work!

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